



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5043

BnO 5355.1E  
B 07-3  
19 Sep 02

BATTALION ORDER 5355.1E

From: Commanding Officer  
To: Distribution List

Subj: DRUG/ALCOHOL ABUSE ADMINISTRATION AND MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5300.28  
(b) MCO 1000.10  
(c) MCBO 5300.1A  
(d) MCO P1610.7E  
(e) MCO P1900.16F

Encl: (1) Urinary Surveillance Program (USP)  
(2) Substance Abuse Control Officer (SACO) Checklist  
(3) Letter of Assignment to USP  
(4) Drug/Alcohol Interview Request (MCCDC 5353/1)  
(5) Privacy Act Statement  
(6) Sample Letter of Assignment to Level I Treatment  
Drug Safety Action Program  
(7) Sample Letter of Assignment to Level II Treatment  
(8) Urine Sample Custody Document (OPNAVINST 5350/2)  
(9) Monthly Urinalysis Statistics

Report Required: Monthly Drug/Alcohol Statistics Report

1. Situation. To outline policies and procedures concerning drug and alcohol abuse, and establish responsibility for the enforcement of these policies as outlined in references (a) through (e) and enclosures (1) through (9).

2. Cancellation. BnO 5355.1D.

3. Mission

a. To prevent and eliminate drug and alcohol abuse throughout this Organization.

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b. To identify drug and alcohol abusers within this organization. Take the necessary administrative or disciplinary action to either restore to full duty or separate Marines having no potential for future services.

c. To deter the possession of trafficking an/or promotion for sale of illegal drugs and/or drug paraphernalia.

d. To conduct preventive education and counseling programs to help prevent drug and alcohol abuse.

#### 4. Execution

a. Identification. All methods described below will be used in the identification of drug and alcohol abusers:

(1) Officer of the Day logbook entries.

(2) Military Police (MP) random vehicle checks and blotter reports.

(3) Criminal Investigation Division (CID)/Naval Criminal Investigative Service (NCIS)/Defense Investigative Service (DIS) reports.

(4) Command directed, random, and special testing urinalysis.

(5) Health and comfort inspections, use of drug dogs, and all other means available to the Commanding Officer.

b. Urinalysis Testing. All Marines, regardless of ranks, will participate in a urinalysis testing within five working days of checking in.

(1) Marines identified as being drug abusers and enrolled in Level I/II programs will be placed in the Urinalysis Surveillance Program (USP). Certain drugs may remain detectable for prolonged periods in the urine of chronic drug users. Collection of the initial urine sample for such drugs will be delayed for 30 days after Marines are notified of their placement in the USP.

(2) When a positive result is received on a Marine who has been transferred, the results will be forwarded to the new command with a recommendation for action to be taken. A copy of the correspondence will be forwarded to the new command with a recommendation for action to be taken. A copy of the correspondence will be forwarded to the Commanding General (B 10).

c. Random Urinalysis Sampling. Random urinalysis sampling will be accomplished as outlined in paragraph 3004.3 of reference (b) and paragraph 5e(6) of reference (c).

d. Special Urinalysis Testing. A special urinalysis test will be given to personnel involved in the collection/testing/shipment of urine samples, and for the Marines returning to duty after successful completion of treatment at the Naval Drug Rehabilitation Center (NDRC). These individuals will be tested at least twice per month. Returnees from NDRC will undergo this testing for six months after returning to duty. Testing dates will be randomly selected. The Battalion Substance Abuse Control Officer (SACO) will administer urinalysis tests to all company SACO and ASACO personnel within this Organization as outlined in paragraph 3003.4 of reference (a) and paragraph 5e(7) of reference (c). Company SACOs will administer monthly tests to Urinalysis Program Coordinators within their respective companies.

e. Urinary Surveillance. Urinary surveillance of Marines identified as being involved with illegal drugs will be accomplished as outlined in section 2103 of reference (b), and the guidelines described in enclosures (1) and (3).

f. Rehabilitation. Marines identified as being involved with illegal drugs or diagnosed as drug/alcohol dependent will be rehabilitated as outlined in paragraphs 1209 of reference (b). Marines identified as abusing alcohol or diagnosed as alcohol dependent will be rehabilitated as outlined in paragraph 1209 of reference (b) and paragraph 4 of reference (c).

g. Promotion and Reenlistment. Procedures for promotion and reenlistment of Marines, identified as alcohol/drug abusers, are outlined in paragraph 1204, 2204.2 and 2204.3 of reference (b).

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h. Security Clearance. Determination of a Marine's ability to maintain a security clearance and continued access will be required whenever abuse of illegal drugs or alcohol is confirmed as outlined in paragraphs 2204.4 and 1204.2 of reference (b) and the current edition of SECNAVINST 5510.30A and SECNAVINST 5510.36.

i. Driving Privileges. Driving privileges of Marines convicted of Driving While Intoxicated (DWI) will automatically be suspended for one year, with exceptions listed in paragraph 1204.2 of reference (b). Marines involved with drugs may have their driving privileges revoked as outlined in paragraph 2201.7 of reference (b).

j. Verification. Under normal circumstances, a Marine providing a urine sample will be verified by a person of same grade or higher, or by any Marine working with the Battalion/company Substance Abuse Program.

k. Administrative/Disciplinary Action. Company commanders will take, but are not limited to, those administrative/disciplinary actions outlined in paragraphs 1105.1, 1203, 1204, 2202.4, 2203 and 2204 of reference (b).

l. Processing of Drug/Alcohol Abuser

(1) Marines identified as having been involved with the use, possession and/or sale of illegal drugs will be processed as outlined in paragraphs 1204 and 1205 of reference (b) and guidelines established in enclosures (2), (6) and (7) as applicable.

(2) Marines identified as having abused alcohol will be processed as outlined in paragraphs 1204 and 1205 of reference (b) and the guidelines in enclosures (2), (6) and (7) as applicable.

m. Action

(1) Company Commanders

(a) Nominate a SNCO or officer to serve as a Company SACO. It is authorized for the Company Commander to nominate an

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Assistant Company SACO. The Assistant Company SACO will be an NCO or higher. Company level SACOs and ASACOs will assist the Battalion SACO in their daily duties and perform the duties specified in reference (b). The Company SACOs will maintain case files and forward the original and one copy of the original referral, counseling, and other paperwork to the Battalion SACO for the Battalion's case files. The Battalion SACO will forward the originals to CSACC. All correspondence to and from the CSACC will be done through the Battalion SACO.

(b) Ensure random samples totaling a minimum of 20 percent of the companies' permanent personnel are collected per month. Check-in urinalysis testing will count toward the minimum 20 percent of the entire Battalion.

(c) Ensure individual attention, reporting, processing, and follow-up in every instance of drug or alcohol abuse per this Order.

(d) Actively seek out and identify those Marines involved in drug and/or alcohol abuse through those methods described in chapter 2, section 1 of reference (b).

(2) Battalion S-3 Officer

(a) Exercise staff cognizance over the Battalion Substance Abuse Control Program.

(b) Establish a Substance Abuse Preventative Education (Level I) program as outlined in paragraph 1501.3A of reference (b).

(c) Appoint a qualified SNCO or officer to serve as the Battalion SACO.

(d) Ensure individual attention, reporting and follow-up in every instance of drug and/or alcohol abuse per reference (a) through (e) and this Order.

(e) Coordinate, plan, and manage the Battalion Substance Abuse Control Program.

(f) Maintain administrative records, statistics, and reports per reference (b).

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(g) Develop procedures and recommend policy and strategies that will contribute to the prevention of drug/alcohol abuse.

(h) Report to the appropriate company commander, any incident of drug/alcohol abuse or involvement received from any outside source.

(i) Manage and coordinate the Battalion USP as outlined in paragraph 3008 of reference (b) and paragraphs 5f and 8 of reference (c).

(j) Develop and maintain a turnover folder consisting of material deemed necessary in the performance of all the duties of the Battalion Substance Abuse Control Program. This folder will contain, at a minimum, an example of forms and reports identified in paragraph 3000 of reference (b).

(3) The Battalion Supply Officer will support the urinalysis program by providing, upon request, any and all needed materials for urinalysis testing of personnel within this Organization.

n. Administration and Reports

(1) The following files, folders, and forms will be maintained in sufficient quantities by the Battalion SACO/ Substance Abuse Control Staff Noncommissioned Officer in Charge (SACO SNCOIC) in the administration of the Battalion Substance Abuse Control Program.

(a) Personnel case files will be initiated on each Marine involved in a drug/alcohol incident. Case files will be maintained as outlined in paragraph 1301 of reference (b), and contain a chronological page on the left side, a copy of enclosure (f) and copies of all pertinent correspondence and documents on the right side.

(b) A Department of Defense (DoD) confirmation message binder will be maintained for all confirmation messages received from DoD drug screening laboratories.

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(c) A urine sample custody folder will be maintained for all urine samples shipped via registered U.S. Mail. The postal receipt will be attached to enclosure (8).

(d) Military police blotter reports will be maintained in case files as appropriate.

(e) A record of all drug and alcohol incidents will be maintained.

(f) Maintain a copy of enclosure (4).

(g) Box of plastic bags 5 12" x 6 1/2".

(h) Box of plastic bags style 1.

(i) At a minimum, six cases of urine specimen bottles will be maintained.

(j) Box of gum labels - 1" x 5".

(k) Stock Grant of Drug Exemption (NAVMC 10953) forms.

(l) Maintain copies of enclosure (8).

(2) Reports. The Battalion SACO/ASACO SNCOIC will submit enclosure (9) as required.

5. Command and Signal. This Order is effective the date signed.

R. BARRY CRONIN

DISTRIBUTION: A

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Urinary Surveillance Program (USP)

1. Company Commanders are responsible for ensuring that Marines assigned to USP report twice a week to the Company SACO for testing.
2. The first time a Marine is identified as being involved with illegal drugs, the Marine will be evaluated at CSACC and placed in the USP. A Company Commander, may, at their discretion, assign a Marine to the USP based on a positive local test. Once confirmation of the local test is received, a Marine must be assigned.
3. Marines assigned to USP will be required to provide two urine samples per week for four weeks, as outlined in paragraph 2103 of reference (b).
4. Once assigned to USP, Company Commanders will not transfer or allow the Marine to take leave prior to completion of the program. Emergency leave may be granted at the discretion of the Company Commander.
5. As a follow-up to the surveillance program, Marines will be closely observed by their company for at least 12 months as outlined in enclosure (3) paragraph 2f of reference (a).
6. The purpose of the USP is to observe and document the extent of a Marine's drug use. Positive samples obtained under USP may not be used as a basis for, or evidence in, Non-judicial Punishment (NJP), trial by court-martial, or characterizing a discharge other than honorable.

ENCLOSURE (1)



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Substance Abuse Control Officer (SACO) Checklist

1. When a Marine tests positive for illegal drug use during a check-in urinalysis or a unit sweep, the following action will be taken:

- ( ) Place Marine on USP.
- ( ) Counsel Marine and make appropriate SRB entry.
- ( ) Initiate NJP or court martial action.
- ( ) Prepare enclosure (4) to arrange for a formal counseling and evaluation session with the Command Drug and Alcohol Office Personnel.
- ( ) Ensure Marine makes all required appointment.
- ( ) Write a Commandant of the Marine Corps (CMC) directed (DC) fitness report on sergeants and above.
- ( ) Begin process for separation.

2. When a Marine is placed on USP, Company Commanders may take the following action:

- ( ) Denial of on-base driving privileges when drug use is confirmed.
- ( ) Unmarried Marines can be denied off-base living privileges.
- ( ) Eviction from government quarters if drug use is determined to have occurred in base quarters.
- ( ) Revoke access to classified material if security risk exists.

3. Once a Marine is identified as having abused alcohol, the following actions will be taken per paragraph 5e of reference (a) and paragraphs 1204 and 1205.1 of reference (b).

ENCLOSURE (2)

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( ) Formal command counseling.

( ) Complete enclosure (4) and forward it to the Battalion SACO.

( ) Mandatory enrollment in Navy Alcohol Drug Safety Action Program (NADSAP)/Level I.

( ) Service record entry for first and subsequent incidents of alcohol abuse or an conviction on or off base of DWI/Driving Under the Influence (DUI).

( ) Special fitness report for second and subsequent incidents of alcohol abuse or conviction of on or off base of DWI/DUI.

ENCLOSURE (2)

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Letter of Assignment to USP

**UNITED STATES MARINE CORPS**  
COMPANY  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134

5300  
B\_  
Date

From: Commanding Officer, \_\_\_\_\_ Company, Headquarters and  
Service Battalion  
To: Marine's Rank, Last Name, First Name, Middle Initial,  
SSN/MOS USMC  
Subj: ASSIGNMENT TO COMPANY URINALYSIS SURVEILLANCE PROGRAM  
(USP)  
Ref: (a) MCO 1000.10

1. Per the reference, you are directed to report to the Company  
Substance Abuse Control Officer (SACO), at the Company office at  
0800 on \_\_\_\_\_ to be placed on the Company USP.

COMMANDING OFFICER

Copy to:  
Bn SACO  
Co SACO

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5300  
B\_

FIRST ENDORSEMENT

From: Marine's Rank, Last Name, First Name, Middle Initial,  
SSN/MOS USMC  
To: Commanding Officer, \_\_\_\_\_ Company, Headquarters and  
Service Battalion

1. I understand that I am to report to the Company SACO at 0800  
on \_\_\_\_\_ to be placed on the Battalion USP.

SIGNATURE

ENCLOSURE (3)

Privacy Act Statement

PART A-IDENTIFICATION OF REQUIREMENT

- |                                                   |                 |
|---------------------------------------------------|-----------------|
| 1. REQUIRING DOCUMENT                             | 2. SPONSOR CODE |
| MCO 1000.10                                       | MHH             |
| 3. DESCRIPTIVE TITLE OF REQUIREMENT               |                 |
| SUBSTANCE ABUSE COUNSELING/REHABILITATION RECORDS |                 |

PART B-INFORMATION TO BE FURNISHED TO INDIVIDUAL

1. AUTHORITY. The authority for requesting the information for this record is 5 U.S.C. Section 301. Executive Order 9397 of 22 November 1945 authorizes use of your social security number.
2. PRINCIPAL PURPOSE(S). The purpose for requesting this information is to aid counselors in the substance abuse counseling process to effectively evaluate the type and extent of drug or alcohol usage.
3. ROUTINE USE(S). The information will be used by counseling personnel for evaluating personnel drug or alcohol involvement, by command staff personnel evaluating counseling program effectiveness, and to provide data for use in compiling statistical reports required by DoD.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFORT ON INDIVIDUAL NOT PROVIDING INFORMATION.

Providing the requested information is voluntary; however, failure to disclose certain information could result in an incomplete and inaccurate analysis of personal drug or alcohol abuse.

PART C-IDENTIFICATION OF FORM/REPORT/OTHER REQUIREMENT

_____ Print Name	_____ Signature
_____ SSN	_____ Date

ENCLOSURE (5)

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Letter of Assignment to Level I  
Navy Alcohol Drug Safety Action Program (NADSAP)

**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5010

5300  
B 07-3  
Date

From: Commanding Officer, Headquarters and Service Battalion  
To: Director, Command Substance Abuse Counseling Center

Subj: ASSIGNMENT TO LEVEL I NADSAP CLASS

Ref: (a) MCCDCO 5300.2  
(b) OPNAVINST 5350.4A  
(c) NADSAP SOP

1. Per references, the below listed Marine(s) is/are hereby assigned to receive Level I Substance Abuse Education while attending the NADSAP course scheduled for \_\_\_\_\_ from 0730 to 1630.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>REASON</u>
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SIGNATURE  
By direction

ENCLOSURE (6)

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Sample Letter of Assignment to Level II Treatment

**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134

5300  
B 07-3  
Date

From: Commanding Officer, Headquarters and Service Battalion  
To: Marine's Rank, First Name, Last Name, Middle Initial,  
SSN/MOS USMC

Subj: ASSIGNMENT TO LEVEL II TREATMENT

Ref: (a) MCO 1000.10  
(b) CSSACC Disposition ltr of \_\_\_\_\_

1. As required by references (a) and (b), you are directed to report to the Director, Command Substance Abuse Counseling Center (CSACC), Building 3035, MCB, Quantico, Virginia. The treatment program will begin \_\_\_\_\_ and end \_\_\_\_\_.

2. During treatment, you are required to attend 13 days of outpatient treatment from 0800-1130 daily. Upon completion of the outpatient treatment you will be attending a two (2) month aftercare program meeting bi-monthly for approximately 2 1/2 hours per meeting.

3. Attendance is mandatory and any failure to attend without official release from the Commanding Officer and/or CSACC office will constitute failure of treatment and possible separation or administrative action, whichever is appropriate.

4. Uniform for attendance during Level II treatment will be the working uniform of the day.

SIGNATURE  
By direction

ENCLOSURE (7)

Monthly Urinalysis Statistics

REPORTING UNIT \_\_\_\_\_

REPORTING MONTH \_\_\_\_\_

1) \_\_\_\_\_ UNIT STRENGTH.

2) \_\_\_\_\_ TOTAL NUMBER OF PERSONNEL TESTED MONTHLY.

- |          |                              |      |
|----------|------------------------------|------|
| A) _____ | VOLUNTARY                    | (VO) |
| B) _____ | PROBABLE CAUSE               | (PC) |
| C) _____ | COMMAND DIRECTED             | (CO) |
| D) _____ | UNIT SWEEP                   | (IU) |
| E) _____ | RANDOM                       | (IR) |
| F) _____ | INSPECTION                   | (IO) |
| G) _____ | ACCESSION                    | (NO) |
| H) _____ | PHYSICIAN DIRECTED           | (MO) |
| I) _____ | SAFETY/MISHAP                | (AO) |
| J) _____ | SERVICE DIRECTED             | (OO) |
| K) _____ | REHAB FACILITY/STAFF         | (RO) |
| L) _____ | URINARY SURVEILLANCE PROGRAM |      |

3) \_\_\_\_\_ TOTAL NUMBER OF POSITIVE URINE SAMPLES.

A) \_\_\_\_\_ TYPE OF DRUG BY ABBREV. (I.E. THC=MARIJUANA).

4) \_\_\_\_\_ TOTAL NUMBER OF PERSONNEL DISCHARGED FOR DRUG ABUSE.

5) \_\_\_\_\_ TOTAL NUMBER OF ALCOHOL RELATED INCIDENTS.

6) \_\_\_\_\_ TOTAL NUMBER OF PERSONNEL WHO RECEIVED DRUG EDUCATION FOR THE MONTH.

7) \_\_\_\_\_ TOTAL NUMBER OF PERSONNEL WHO RECEIVED ALCOHOL EDUCATION FOR THE MONTH.

8) \_\_\_\_\_ TOTAL NUMBER OF PERSONNEL IN OUTPATIENT/INTENSIVE OUTPATIENT TREATMENT.

ENCLOSURE (9)

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9) \_\_\_\_\_ TOTAL NUMBER OF PERSONNEL IN RESIDENTIAL TREATMENT.

10) DETERRENT MEASURES TAKEN FOR THE MONTH AND RESULTS:  
(I.E. HEALTH AND COMFORT INSPECTIONS, DRUG DOGS AND RANDOM  
VEHICLE SEARCHES).

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ENCLOSURE (9)